

**Park City School District**  
**March 3, 2015**  
**Special Regular Session 9:00 AM**

**Members present**

Maurice Hickey, Nancy Garrison, Julie Eihausen, JJ Ehlers and Tania Knauer

**Staff Present:**

Ember Conley, Todd Hauber and Lorie Pearce

**Meeting called to order at 9:10 AM**

Board President Knauer called the meeting to order at 9:10 am. Board Member Eihausen led the pledge of allegiance.

Reports

**PCEF Assessment**

Mindy Halsey, Sara Hutchinson and Elissa Eten presented the Park City Education Foundation Assessment. The grant process timeline was shared with the Board as well as the streamlined process that is now in place for grant applications.

**Board Governance Items**

Board President Knauer presented a list of items that she has received from members as a way to improve the governing body. The Board reviewed each item and has determined which key person will work on item, and then report back. Items include:

- Public Comment
- Agenda items
- Board Handbook/Bylaws
- Policy Committee
- Board Goals and Objectives, Board Philosophy, Meeting preparation
- Meeting operation and duration
- Board responsibility with regards to SCCs
- Budget Process
- Committee Assignments and Definitions

Superintendent Conley will review the information and make adjustments where necessary.

**Preliminary Budget Priorities**

Superintendent Conley shared preliminary budget priorities with the Board. She started by sharing the reading report and emphasized that the area of focus is K-3 and early childhood. In looking at programs such as pre-school, after school, and K-3 programs, she had developed several strategies and plans on looking at what we are doing and what needs to be changed. One major area of focus will be on all day kindergarten. In looking at resources we already have, she doesn't feel it will be an additional cost because we will be shifting resources. Kathy and Tom have put together a plan for all day kindergarten.

Tom shared the information regarding moving forward with full day kindergarten. He has met with Kathy Einhorn and Kathy Anderson to discuss plans moving forward with our Full-Day Kindergarten and has outlined the following:

Researching high quality full day K programs in the spring.

Meeting with all district K teachers on May 22 to set the schedule for the activities needing to take place

during the 2015-16 planning year.

Kindergarten Teachers/others will be selected to participate in the planning process, which will include:

Reviewing and Prioritizing Kindergarten standards

Creating monthly Curriculum map for the standards

Create common formative assessments for the monthly standards being taught

Creating (possibly Galileo) Pre-Midyear-Post assessment

Team will report out quarterly to principals and other Kindergarten teachers on progress and seek input.

Other items:

- Need to assess the space issue and needs at each site regarding an August 2016 launch.
- Ensure that the classroom space is being considered with the Master Planning decisions.
- Continue dialogue with interested parties regarding funding to roll up our 4 year old program model in terms of limited special education needs, and decreasing the time needed for our second language learners to acquire their reading, writing, speaking, listening skills.

The one catch is space for the time being. Once the master plan is created, we can determine what exactly is needed. Member Eihausen is suggesting that the realignment take place for the 2015-2016 school year. Superintendent Conley believes that there are too many moving parts to make this happen for next year.

Class sizes for the kindergarten were very high for this year. There is a possibility that additional staff will need to be added. Superintendent Conley is recommending that class sizes be 20-22 for the kindergarten classes. DLI classes would stay at 25 students.

Superintendent Conley is recommending that the district hire an After School Coordinator in order to increase the rigor of the program.

- Focus will be on improving literacy skills through science, using Science A-Z and Engineering Adventures.
- Curriculum office will purchase licenses for Science A to Z. Engineering Adventures kits are resources already purchased and placed in elementary schools
- Data from program will be collected and analyzed, with a pre and post assessment based upon specific student outcomes. In addition, students' End of Year Galileo scores in ELA and Science will be compared to their BOY scores.
- Students will work on integrated math, science, and literacy activities.
- Dates of the program will be consistent with previous years—begins in June and ends before July 24th holiday.

Member Hickey is encouraging the Board to pay close attention to the legislature decision for the next ten days. Some critical budget changes may be happening.

### **Master Board Awards**

Board President Knauer would like the Board to participate in the Master Board Awards this year. The general consensus is that everyone will complete the program. There was some discussion regarding access, and she will follow up with USBA to make sure everyone has access.

### **Selection of Communications Specialist**

Todd Hauber shared information from the committee regarding the Communications Specialist. Four firms responded, and in reviewing the process, two firms jumped right to the top. When they got into the pricing, it was outside of what the committee felt comfortable with. The committee is recommending that we work with Panic Button Media, and Katie Eldridge. She will coordinate with the facility planner and help them present a consistent message. Todd would now like to move forward and finalize a contract with them.

Caitlin O'Connor, Statistician will be helping with gathering data to be used.

The scope of this contract is centered on the master planning process and how the public can become engaged in the process. This is a six-month contract, from now through August.

#### **Financial Advisor RFP**

The Financial Advisor RFP closed last Thursday, with three firm responding. The Finance Selection Committee is meeting on Thursday and they will review all of the proposals at that time and make their final decision. Under federal regulations, the firm that is chosen will not be able to be the underwriter. Todd will provide an update at the March 17, 2015 meeting.

Utah Risk Management is unable to attend the meeting this morning, so training will be rescheduled.

**Member Ehlers made a motion to move the Utah Risk Management training to another time. Member Hickey seconded the motion. Motion passed unanimously.**

#### Discussion

##### **New Course Approvals**

Kathy Einhorn is presenting several new course for Board approval. Courses include:

Intro to Organic Chemistry  
Marching Band  
Essential Skills Level  
College Prep and Awareness  
Intro to Digital Design

Board President Knauer asked if there is a minimum number of students that must enroll before these classes are offered? Kathy stated that for this year, they have not set any requirements. Member Garrison asked is there is an estimated cost per class offering? Todd figures that the number is about \$90,000 or one FTE for a full time teacher.

#### Decision

##### **Superintendent Goals**

Superintendent Conley has shared her goals with the Board, and they are now before the Board for acceptance and approval.

**Member Hickey made a motion to approve the Superintendents Goals as stated. Member Eihausen seconded the motion. Motion passed unanimously.**

##### **Capital Outlay Approval**

The Board has previously reviewed the capital outlay requests and the information is now before them for approval.

**Board Member Hickey made a motion to approve the capital outlay requests as presented down to the final \$2.92M dollars. Member Eihausen seconded the motion. Member Hickey amended his motion to approve the capital outlay requests as presented up to \$3M dollars. Member Eihausen accepted the amended motion. Motion passed unanimously.**

##### **Award Facility Planner Contract**

The recommendation from the Facility Planner Committee is to work with VCBO. The individual from VCBO that we will be working with is Molly Smith. The committee's recommendation is that both firms are

qualified, ranking VCBO as 1, and IBI is ranked 2. If an agreement cannot be made with VCBO, then Todd will begin conversations with IBI. In a previous meeting, the Board gave Todd a budget authority of \$50,000. It has now been determined that this amount maybe too low, so Todd is requesting that he be given the authority to work with a higher amount.

There was some continued discussion as to whether or not the accepted planner can also bid on the project. Todd has checked with legal counsel, and there is nothing that would stop the planner from bidding on the architecture contract.

**Member Hickey made a motion to move forward to hire a planner with a revised budget of up to \$80,000. Member Garrison seconded the motion. Motion passed unanimously.**

Adjourn

**Meeting adjourned at 12:15 pm**

Member Ehlers made a motion to adjourn to Closed Session on March 5, 2015 at 3:00 pm. and March 17, 2015 at 2:00 pm. for the purpose of negotiations and personnel. Member Hickey seconded the motion. Roll Call Vote: Julie yea, Nancy yea, Moe yea, JJ yea, Tania yea. Motion passed unanimously.

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Tania Knauer, President

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JJ Ehlers, Vice President

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Moe Hickey, Member

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Nancy Garrison, Member

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Julie Eihausen, Member

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Todd Hauber, Business Administrator